



Property Management, Inc.

435 South. Main Street / P.O. Box 1894
Kalispell, MT 59903 (406) 752-5600 FAX (406) 752-5601

TENANT'S 30 DAY NOTICE TO VACATE

Tenant Name: _____

Rental Address: _____

Please be advised that I intend to terminate tenancy of the rental unit listed above on _____(date), which is 30 days from the date of this notice (it is necessary under Montana law to give your Landlord 30 days notice). I understand that I am responsible for the rent and utilities for 30 days from the date of this notice or the end of the lease which ever is later.(MCA Section 70-24-441).

I understand that refund of my security deposit in the amount of \$_____ will be made if I return all keys and have the cleaning done in accordance with the 24 hour cleaning notice and the CoRental cleaning sheet, the rent being paid in full and no damages being incurred other than normal wear and tear.

The premises shall be ready to rent on the last day of this notice except carpet cleaning and all keys shall be returned by the thirtieth day. You are required to call and setup a move out inspection.

It is understood that upon termination of the tenancy, the Landlord will within 30 days deliver to me a written list of any deductions from the security deposit and payment of the balance due to me. If the security deposit is insufficient to satisfy the allowed deductions the Landlord may collect the deficiency from me.

Per the lease if the lease is terminated early the tenant shall pay **\$100.00** early termination fee. Are you leaving before the end of your lease? Yes () No ()

Do you have auto payment set up with Corental? Yes () No ()

Reason for moving: _____.

Prorated Rent next month is: _____/days in month (____) = _____*days at property(____)=_____.

Tenant Signature: _____ Date _____

Tenant Signature: _____ Date _____

Tenant's forwarding address: _____

Current phone #: _____

We will call you to schedule all appointments or give you 24 hours notice before showing the property.

By: _____ Date _____

CoRental Property Management, Inc as Agent for the Owner



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WWW.CORENTAL.NET

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MOVE OUT ADDENDUM

I/We hereby certify that we agree to ALL of the following:

I/We understand we are giving a 30 day notice to move, and that I/We are responsible for rent for the entire 30 days after my (our) notice. I/We understand that my (our) deposit CANNOT be used for any unpaid rent, and I/We understand and agree to the amount owed.

I/We understand that we must keep the utilities in my (our) name until the end of our 30 day notice, and must not be taken out early. I/We understand that if the utilities are taken out of my (our) name early my (our) deposit will be charged the difference. I/We understand that we will continue to pay the utilities on time and current during my (our) 30 day notice.

I/We understand that we are required to give a forwarding address to CoRental Property Management, Inc. so my (our) deposit check can be forwarded after processing. If I/We do not give a forwarding address CoRental will forward the mail to the last known address (current address). I/We understand if

I/We cannot locate our deposit check, I/We understand that I/We are subject to a 50.00 stop payment fee that will be automatically deducted from my (our) check. Forwarding addresses shall be written on the 30 day notice form, and or on the 24 hour walk thru form. I/hereby certify that if I do not provide a forwarding address within 24 hours of the 24 hour walk thru that I/We hereby understand, and agree that the deposit check will be mailed to the subject move out property.

I/We understand and hereby certify that I/We have received the Required Cleaning for Deposit Return Checklist. I/We understand that we will clean the unit to the best of our abilities, and have certified the unit upon move in by the condition report. Regardless of conditions upon move in, the unit needs to be cleaned upon vacating the unit to the Required Cleaning Checklist.

I/We understand that after our walk thru CoRental Property Management, Inc. will send a cleaning contractor to verify all the items have been cleaned. I/We understand that the bill associated with the cleaning contractor will be deducted from my (our) deposit. I/We hereby agree if I/We damage the unit that we will be subject to repair bills from contractors that will be deducted from our deposit.

I/We hereby agree that we will turn our keys back in to CoRental Property Management, Inc. at or before the 24 hour walk thru. I/we hereby agree that if the keys are not turned in 24 hours AFTER our walk thru I/We hereby agree that we understand we will be charged a 75.00 per lock change fee. I/We hereby agree that the fee will be deducted from our deposit if necessary.

I/We hereby agree that the carpets must be cleaned with a truck mounted professional cleaning service.

I/We hereby agree to have the carpets cleaned and provide CoRental Property Management with a paid receipt at the move out inspection. I/We hereby agree if this is not done I/We understand that CoRental Property Management will order carpets to be cleaned by a professional and the charge will be deducted from my(our) deposit.

Tenant Date

Tenant Date

CoRental Property Management Date

Required Cleaning Checklist for Deposit Return

Following is a list of cleaning which is required upon vacating. This will be accomplished preferably by the tenant, or if necessary by the management with the cost being deducted from the tenant's security deposit. Each item on the Condition of Premises Report which was filled out at the time of possession should be in the same condition, normal wear and tear excepted.

- Refrigerator** - The refrigerator will be pulled away from the wall and the area underneath cleaned. The refrigerator will be free of all stains, food particles, grease and dirt. The freezer will be defrosted. **PLEASE DO NOT UNPLUG. The refrigerator must be left on at a low setting.**
- Stove** - The stove will be cleaned inside and out. It will be free of stains, food particles, grease and dirt. If the top of the stove lifts up be sure to raise it and clean underneath. Pull the stove out from the wall and clean under it if it is not built in. It is normally easiest to replace the drip pans and rings.
- Exhaust Fan** - The exhaust fan over the stove will be cleaned. Remove the screen and clean it with warm, soapy water.
- Kitchen Sink & Faucet** - The sink and faucet will be cleaned with a non-abrasive cleanser and wiped dry.
- Cabinets & Closets** - Kitchen & bathroom cabinets will be cleaned inside and out. No particles will be left on the shelves. Closet shelves, floors, walls, doors, door tracks and rods will be cleaned and in good repair.
- Bathroom** - The sink, toilet, bathtub, shower, medicine cabinet, mirrors and other bathroom fixtures will be thoroughly cleaned and left free of stains. CLR is recommended for hard water stains.
- Light Fixtures** - All light fixtures will be thoroughly washed with warm, soapy water. Burned out or missing light bulbs will be replaced with 60-75 watt bulbs.
- Smoke Alarm/Carbon Monoxide**- The smoke alarm will be left in working condition (change battery if necessary).
- Floors** - Kitchen and bathroom floors will be scrubbed and mopped and left free of scuff marks.
- Carpets** - All carpets will be steam cleaned by a professional carpet cleaning company **with a truck mounted unit**. A paid receipt for cleaning will be provided to Corental by the tenant
- Baseboards & Woodwork** - All baseboards & woodwork will be left in clean condition (wash or wipe as necessary).
- Walls** - All nails and picture hangers will be removed from the walls. Walls will be clean and free of any marks, spots, food and nail holes (including inside the closets). When filling nail holes, do not use a putty knife to apply spackle. Instead, carefully fill just the hole with finger or Q-tip and wipe off any excess spackle with a clean cloth. Touch up paint maybe necessary.
- Doors** - All doors will be wiped clean or washed inside and out if necessary.
- Windows** – Windows, window trays, and window sills will be cleaned inside and out.
- Window Coverings** – Curtain rods will be dust free and properly adjusted. Window shades, mini blinds, curtains and draperies will be clean, dust free and properly hung. **This is the most commonly missed item!!**
- Furnace & Hot water Heater** – Furnace filters in forced air heating systems will be changed, as well as all vent covers removed and ducts vacuumed out. Top of water heater will be wiped off clean.
- Storage, parking, yard and trash:** All storage, parking and yard maintenance will be performed prior to move out. This includes trash clean up and all belongings removed from property. No items to be left next to the garbage can or dump run will be charged. Lawn must be properly maintained.

Note:

Tenant will be charged a damage fee if moving vehicle is driven on the lawn causing damage. Make appointment with the Corental office 48 hours in advance for an inspection. Please have copy of carpet cleaning receipt or orders on counter for walkthrough. PLEASE READ OTHERSIDE ABOUT PERSONAL PROPERTY. THANK YOU.

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70-24-430. Disposition of personal property abandoned by tenant after termination.

(1) (a) If a tenancy terminates in any manner except by court order and the landlord has clear and convincing evidence that the tenant has abandoned all personal property that the tenant has left on the premises and a period of time of at least 48 hours has elapsed since the landlord obtained that evidence, the landlord may immediately remove the abandoned property from the premises and immediately dispose of any trash or personal property that is hazardous, perishable, or valueless.

(b) An item that is clearly labeled "rent to own" or "leased" or likewise identified may be discarded only with confirmation from the lessor that the item does not have a lien, provided that the lessor can be easily identified from the label and the landlord makes a reasonable effort to contact the lessor.

(c) For the purposes of this subsection (1), the following definitions apply:

(i) "Hazardous" means an item that is potentially or actually flammable or a biohazard or an item otherwise capable of inflicting personal harm or injury.

(ii) "Perishable" means any item requiring refrigeration or any food item with a marked expiration date.

(iii) "Valueless" means any item that has an insubstantial resale value but does not include personal photos, jewelry, or other small items that are irreplaceable.

(2) The landlord shall inventory and store all abandoned personal property of the tenant that the landlord reasonably believes is valuable in a place of safekeeping and shall exercise reasonable care for the property. The landlord may charge a reasonable storage and labor charge if the property is stored by the landlord, plus the cost of removal of the property to the place of storage. The landlord may store the property in a commercial storage company, in which case the storage cost includes the actual storage charge plus the cost of removal of the property to the place of storage.

(3) After complying with subsection (2), the landlord shall make a reasonable attempt to notify the tenant in writing that the property must be removed from the place of safekeeping by sending a notice with a certificate of mailing or by certified mail to the last-known address of the tenant, stating that at a specified time, not less than 10 days after mailing the notice, the property will be disposed of if not removed.

(4) The landlord may dispose of the property after complying with subsection (3) by:

(a) selling all or part of the property at a public or private sale; or

(b) destroying or otherwise disposing of all or part of the property if the landlord reasonably believes that the value of the property is so low that the cost of storage or sale exceeds the reasonable value of the property.

(5) If the tenant, upon receipt of the notice provided in subsection (3), responds in writing to the landlord on or before the day specified in the notice that the tenant intends to remove the property and does not do so within 7 days after delivery of the tenant's response, the tenant's property whether of value or not is conclusively presumed to be abandoned. If the tenant removes the property, the landlord is entitled to storage costs for the period that the property remains in safekeeping, plus the cost of removal of the property to the place of storage. Reasonable storage costs are allowed a landlord who stores the property, and actual storage costs are allowed a landlord who stores the property in a commercial storage company. A landlord is entitled to payment of the storage costs allowed under this subsection before the tenant may remove the property.

(6) The landlord is not responsible for any loss to the tenant resulting from storage unless the loss is caused by the landlord's purposeful or negligent act. On the event of purposeful violation, the landlord is liable for actual damages.

(7) A public or private sale authorized by this section must be conducted under the provisions of 30-9A-610 or the sheriff's sale provisions of Title 25, chapter 13, part 7.

(8) The landlord may deduct from the proceeds of the sale the reasonable costs of notice, storage, labor, and sale and any delinquent rent or damages owing on the premises and shall remit to the tenant the remaining proceeds, if any, together with an itemized accounting. If the tenant cannot after due diligence be found, the remaining proceeds must be deposited with the county treasurer of the county in which the sale occurred and, if not claimed within 3 years, must revert to the general fund of the county available for general purposes.

(9) The landlord shall ensure that the terms of this section are included in plain and understandable language as a notification in any lease or rental agreement at the time of the agreement or when the tenant occupies the property. The landlord shall provide the same notification upon termination of the lease or rental agreement.